

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 01/06/09	NUMBER 02.05.100
SUBJECT NEW EMPLOYEE TRAINING PROGRAM		SUPERSEDES 02.05.100 (01/05/09)	
		AUTHORITY MCL 791.203; 791.501 <u>et seq.</u> ; Civil Service Commission Rule 30.01	
		ACA STANDARDS 2-1057; 3-3082; 3-3085; 4-4082; 4-4084; 4-4088; 2-CO-1D-05; 4-ACRS-7B-14; 1-EM-1D-08	
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## POLICY STATEMENT:

The Department shall provide for the comprehensive training, performance evaluation, and supervision of new employees as set forth in this policy.

## POLICY:

### DEFINITIONS

- A. Contact Position - Position with continuous or daily direct contact with offenders.
- B. Officer Recruit - Corrections officers, corrections medical aides (CMAs), corrections medical unit officers (CMUOs), and employees newly hired to a custody position, during their first four months of employment.

### GENERAL INFORMATION

- C. This policy applies to all new employees, including student assistants, unpaid student interns, and contractual employees, except as otherwise indicated.
- D. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.
- E. The Administrator of the Office of New Employee Training and Professional Development, Operations Support Administration (OSA), is responsible for coordinating the Department's New Employee Training Program, including approving training modules required to be used during new employee training. The Administrator also is responsible for identifying training records (e.g., attendance reports; test scores; performance evaluations) that are required to be used and maintained during new employee training for all new employees.
- F. The Administrator of the Office of New Employee Training and Professional Development shall ensure that relevant information regarding a new employee's performance while attending officer recruit training is provided to the Warden or Administrator of Parole and Probation Services or designee, Field Operations Administration (FOA), as appropriate. This includes information on any counseling or disciplinary action taken.
- G. New employees shall be reimbursed for travel expenses incurred during new employee training as set forth in the Department of Management and Budget Standardized Travel Regulations. Employees eligible to receive travel expense reimbursement during new employee training must submit a Travel Expense Voucher (DMB-023) to the facility/work site business office for processing. Officer recruits shall be reimbursed from the Office of New Employee Training and Professional Development. Non-custody new employees shall be reimbursed from their facility/work site. Michigan State Industries (MSI) employees shall be reimbursed from MSI.
- H. Annual leave shall not be approved during new employee training except for an emergency and only with the approval of the Administrator of the Office of New Employee Training and Professional Development or designee.

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- I. The requirements set forth in this policy may be waived for an employee only with prior written approval of the Director or designee. For corrections officers, CMAs, CMUOs, and sergeants, prior written approval also is required from the Michigan Correctional Officers' Training Council. A copy of the approval shall be placed in the employee's Personnel file and entered on the Training Automated Data System (TADS).

#### NEW EMPLOYEE TRAINING PLAN

- J. The Administrator of the Office of New Employee Training and Professional Development shall maintain a New Employee Training Plan, consistent with this policy directive and subject to the Director's approval. The Plan shall identify the amount and type of training required for all new employees, including required orientation and practical/physical fitness testing. Training requirements contained in the Plan shall be based in part on whether the position is a custody or non-custody position, whether the position is a contact or non-contact position, and, for contractual employees, whether contact will be supervised or unsupervised.
- K. The Administrator of the Office of New Employee Training and Professional Development shall ensure the New Employee Training Plan is available to administrators and local training officers/coordinators for use in determining the training needs for new employees.

#### GENERAL TRAINING REQUIREMENTS

- L. Officer recruits shall begin officer recruit training on the first day of employment. All other employees shall begin required training on the first day of employment and complete all required training within 30 calendar days after appointment. It is the responsibility of Human Resource officers to ensure that new employees in their respective areas are scheduled for training in compliance with this requirement.
- M. Employees who transfer from a non-contact to a contact non-custody position must successfully complete the appropriate portion of non-custody new employee training within 30 calendar days of the transfer. Employees who transfer from a non-field agent position to a field agent position must successfully complete new field agent training within a time period established by the Administrator of the Office of New Employee Training and Professional Development in consultation with the FOA Deputy Director.
- N. Employees returning to employment with the Department must attend new employee training unless this requirement is waived in writing as set forth in Paragraph I or the employee has been away from active Department employment for less than three years and achieved Civil Service status during that employment. An employee who has been away from active Department employment for less than three years and achieved Civil Service status during that employment shall be required to attend new employee training as determined on an individual basis by the Warden, FOA Regional Administrator, or other administrator, as appropriate. The Administrator of the Office of New Employee Training and Professional Development shall be consulted in making this determination. If it is determined that new employee training is required, the length and type of training shall be determined on an individual basis by the Administrator of the Office of New Employee Training and Professional Development.
- O. Contractual employees who do not successfully complete required new employee training shall not be allowed access to Department work sites. All other employees who do not satisfactorily complete required new employee training shall be terminated from employment.

#### NEW FIELD AGENT TRAINING

- P. The Administrator of the Office of New Employee Training and Professional Development shall establish standards for completion of new field agent training. At a minimum, the standards shall include the following:

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1. A passing score on all written examinations.
2. A passing score on all required practical and physical skills tests.
3. Satisfactory completion of on-the-job training. The length and type of on-the-job training shall be determined by the FOA Deputy Director based on the specific needs and skills for the position and in accordance with requirements set forth in the New Employee Training Plan and this policy directive. All relevant policy directives and operating procedures shall be reviewed during on-the-job training; the review shall be documented on a policy/procedure check-off list.

#### NON-CUSTODY NEW EMPLOYEE TRAINING

- Q. The Administrator of the Office of New Employee Training and Professional Development shall establish standards for completion of non-custody new employee training. At a minimum, the standards shall include the following:
1. A passing score on all written examinations.
  2. A passing score on all required practical and physical skills tests.
  3. A review of all relevant policy directives and operating procedures; the review shall be documented on a policy/procedure check-off list.
- R. Non-custody new employees also may be required to satisfactorily complete on-the-job training. The length and type of training shall be determined by the appropriate administrator, based on the specific needs and skills for the position and in accordance with requirements set forth in the New Employee Training Plan and this policy directive.

#### OFFICER RECRUIT TRAINING

- S. The Administrator of the Office of New Employee Training and Professional Development shall establish standards for completion of officer recruit training, subject to approval by the Michigan Correctional Officers' Training Council. At a minimum, the standards shall include the following:
1. A passing score on all written examinations.
  2. A passing score on all required practical and physical skills tests, including firearm qualification and mask fit testing.
  3. A passing score on the Physical Fitness Test - Expected Standard.
  4. A review of all relevant policy directives and operating procedures; the review shall be documented on a policy/procedure check-off list.
  5. Satisfactory completion of 320 hours of classroom training.
  6. Satisfactory completion of two months of on-the-job training, including any classroom training during the on-the-job training period.
  7. A satisfactory four-month probationary rating.
- T. In accordance with Civil Service Commission requirements, officer recruits must complete all required college credits prior to employment, except for those deferred by the Director or designee. Deferred college credits must be completed before the end of the probationary period.

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### On-the-Job Training

- U. Each Warden and the Administrator of Parole and Probation Services, FOA, shall develop an on-the-job training program for officer recruits at their respective facilities that are consistent with the needs of the facility and in accordance with requirements set forth in the New Employee Training Plan and this policy directive. On-the-job training programs must be approved by the appropriate Deputy Director or designee and the Administrator of the Office of New Employee Training and Professional Development prior to implementation.
- V. Whenever possible, officer recruits assigned to CFA shall complete on-the-job training at the same work site as the expected probationary assignment. However, when this is not possible, the on-the-job training assignment shall be at a work site with a prisoner population of the same gender and security level as the expected probationary assignment. Institutional training officers shall be responsible for developing on-the-job training schedules and for providing the required training.
- W. Officer recruits assigned to the Special Alternative Incarceration Program (SAI) facility shall complete on-the-job training at the SAI facility. Officer recruits assigned to a Residential Reentry Program (RRP) facility shall complete on-the-job training at their assigned work site if a status officer, field agent, or supervisor is on site during the officer recruit's on duty time. If a status officer, field agent, or supervisor is not available on site, the officer recruit shall complete on-the-job training at a similar work site which has a status officer, field agent, or supervisor on site and has a prisoner population of the same gender as the assigned work site. Regional Training Coordinators shall be responsible for developing on-the-job training schedules and for providing the required training.
- X. On-the-job training is intended to provide officer recruits with the opportunity to learn from experience and from experienced employees, including how to conduct themselves professionally on the assignment. Officer recruits shall practice job tasks and assume job duties under structured conditions until they demonstrate the necessary knowledge and skills to perform the task; they shall not perform tasks independently until they have received instruction in how to perform the task and have performed satisfactorily under the guidance of a status officer, CMA, CMUO, field agent, or RRP facility Supervisor.
- Y. Officer recruits shall be rotated through an assortment of officer custody and housing assignments during on-the-job training to gain a broad base of experience. Except in an RRP facility, they shall have continuous face-to-face contact with supervisory staff or status officers, CMAs, or CMUOs.
- Z. Officer recruits shall not be counted as part of the shift complement. They shall be placed on both first and second shift assignments; placement on third shift assignments is prohibited. Officer recruits may be scheduled to work other than their regular shift hours in order to receive required training. Officer recruits shall not work holidays or overtime.
- AA. In facilities with armed assignments (e.g., gun towers; alert response vehicles), officer recruits who have satisfactorily completed firearms training shall be placed on such assignments with a status officer, CMA, or CMUO for at least a total of four hours but not more than a total of eight hours per two week work period. Officer recruits on these assignments shall perform duties only to the extent they have been trained.
- BB. An officer recruit who successfully completes officer recruit training shall receive initial certification as a probationary officer. The Administrator of the Office of New Employee Training and Professional Development shall ensure that the appropriate Human Resource officer is notified whenever an officer recruit in his/her respective facility is terminated for any reason, including for not successfully completing the training.

### PROBATIONARY OFFICERS

- CC. Initial certification qualifies a probationary officer to perform officer, CMA, and CMUO duties in a

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correctional facility during the probationary employment period. Although the probationary officer is to be given greater responsibilities than an officer recruit, Wardens and the Administrator of the Office of Parole and Probation Services shall ensure their individual supervision standards provide for personal and facility safety, provide additional instruction in the proper performance of duties, and provide an opportunity for evaluation of job performance. At a minimum, these standards shall include the following:

1. Face-to-face contact on at least an hourly basis with a custody supervisor or a status officer, CMA, or CMUO familiar with the assignment, except that contact by radio or telephone may be substituted for face-to-face contact on armed assignments. In such cases, the probationary officer shall have face-to-face contact with a custody supervisor at least twice per shift. This contact shall be recorded in the assignment log book or Control Center log book.
  2. Upon initial placement on an assignment, a custody supervisor shall accompany the probationary officer to the assignment, review post orders with the officer, and provide an opportunity for questions. The probationary officer and supervisor shall sign the assignment log book. For subsequent placement on the same assignment, a custody supervisor need only be available to answer questions.
  3. The local training officer/coordinator or shift commander shall meet with each probationary officer on a weekly basis to address questions and evaluate the officer's performance.
- DD. Probationary officers shall be rotated through an assortment of officer custody and housing assignments to gain a broad base of experience; however, overtime is prohibited. In facilities with armed assignments, probationary officers shall be placed on such assignments for at least a total of four hours but not more than a total of 16 hours per two week work period. Probationary officers shall be placed on both first and second shift assignments; placement on third shift assignments is prohibited unless otherwise approved by the Warden or, at RRP facilities, the Administrator of Parole and Probation Services or designee.
- EE. Probationary officers shall not be placed on isolated assignments; such assignments shall be staffed only by status officers. An isolated assignment is one that has continuous or daily contact with offenders and no visual contact of any kind with another employee. Each Warden and the Administrator of the Office of Parole and Probation Services shall identify other assignments in their respective facilities recommended to be staffed only by status officers. The list shall be submitted to the appropriate Deputy Director or designee, who shall make the final determination.
- FF. A probationary officer who satisfactorily completes probation, including passing any additional required physical fitness tests and completing any deferred college credits, shall be granted Civil Service status and continuing certification for the remainder of the calendar year in which probation was completed. If a probationary officer does not satisfactorily complete probation, the Warden or Administrator of the Office of Parole and Probation Services shall determine whether to extend the probationary period. Probationary periods may be extended to complete deferred college credits. A probationary period shall not be extended for more than one six month period.
- GG. The local training officer/coordinator shall notify the Administrator of the Office of New Employee Training and Professional Development or designee and the appropriate Warden or the Administrator of the Office of Parole and Probation Services through the work site Human Resource officer whenever a probationary officer in his/her respective facility is terminated from employment prior to completion of the probationary period. Notification shall include whether or not the probationary period has been extended. If an employee does not satisfactorily complete the probationary period or, if extended, the extended probationary period, the employee shall be terminated from employment.

## PROCEDURES

- HH. The Administrator of the Office of New Employee Training and Professional Development, the FOA

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Deputy Director, and Wardens shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive. Operating procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing operating procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

#### AUDIT ELEMENTS

- II. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 01/05/09